

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☒ Formal Training and Development Assignment

Position Title: Project and General Analyst

Classification: Associate Ops Specialist
(T&D will be considered)

Location: Central Office

Section/Unit: Receiving and Data Storage

Salary Range: \$4,400-\$5,348

Number of Vacancies: 1

Job Description: (includes typical duties)

Under the general direction of the Data Storage Area Administrator I, you will work with a dynamic group, perform comprehensive studies associated with records information, file management, complex automated systems, and other general issues associated with the section. The analyst will conduct studies by researching, gathering and analyzing internal and external information/data as well as determining the feasibility of new technologies, processes and procedures. You will be assigned to work on special assignments and teams within the section and department. You will prepare written and statistical reports, charts, graphs and tables based on data gathered.

Required Knowledge, Skills, Abilities:

- Ability to identify strategies to improve services
- Excellent written and verbal communication skills
- Ability to work independently and on teams
- Strong organizational skills and the ability to handle multiple tasks
- Sound problem solving and decision-making
- Positive, motivated, enthusiastic, and flexible
- Sense of humor

Desirable Experience/Qualifications:

- Project management experience
- Statistical analysis experience
- Experience writing issue papers
- Excel
- Pivot tables

Mail or hand deliver your application by: January 23, 2009

Contact Person: Frank Campos 7880

Telephone Number: 845-7880

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Stephanie Wehrli

Special Instruction: **FTB Employees Hand Deliver or Route To** Stephanie Wehrli **at M/S L160**

FTB employees please hand deliver or route to Stephanie Wehrli at M/S L160.

*****IMPORTANT NOTICE** AS REQUIRED BY THE DEPARTMENT'S RULES OF CONDUCT, ALL EMPLOYEES OF THE FRANCHISE TAX BOARD (FTB) MUST BE IN COMPLIANCE WITH THE CALIFORNIA REVENUE AND TAXATION CODE. DURING THE BACKGROUND INVESTIGATION PORTION OF THE HIRING PROCESS, FTB WILL REVIEW RETURN INFORMATION TO VERIFY CALIFORNIA STATE INCOME TAX COMPLIANCE. ANY FAILURE TO COMPLY WITH THE CALIFORNIA REVENUE AND TAXATION CODE MAY PREVENT YOU FROM BEING HIRED AT FTB. IF YOU THINK YOU MAY HAVE ANY POTENTIAL TAX COMPLIANCE ISSUES, PLEASE CALL 1-800-852-5711 TO RESOLVE THEM PRIOR TO SEEKING EMPLOYMENT WITH FTB.***

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.